



## COMMERCIAL / INSTITUTIONAL / MULTI-FAMILY PERMITTING PROCEDURES FOR INTERIOR REMODELS/TENANT FINISHES *City of Carmel / Clay Township*

**1. Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission and/or Board of Zoning Appeals, if there is any change to the exterior of the building or the grounds.** Contact the office of Planning & Zoning at (317) 571-2417 for any questions regarding these processes.

**2. Submit for and obtain a Construction Design Release (CDR)** from the State of Indiana Department of Homeland Security, Division of Fire & Building Safety. **If the project does not require a CDR, we will need a statement in writing from either Carolyn Kemp ([ckemp@dhs.IN.gov](mailto:ckemp@dhs.IN.gov)) or Dave Moses ([dmoses@dhs.IN.gov](mailto:dmoses@dhs.IN.gov)) with the IDHS.**

Exemptions are covered under the General Administrative Rule (GAR) 675 IAC 12-6-4. If the project does not require a CDR, under Carmel City Code, Chapter 7, it may still require a permit from the Department of Community Services, Division Building & Code Services (BCS). Please contact the State of Indiana Department of Homeland Security, Division of Fire & Building Safety, Plan Review with any questions: (317) 232-6422.

### **3. Submittal Requirements to the City of Carmel:**

1. A copy of your State Commercial Design Release. (CDR)
2. A fully completed Commercial / Institutional / Multi-Family Improvement Location Permit Application. (ILP)
3. Three (3) sets of CERTIFIED drawings. The plans must be EXACT duplicates of those submitted to, and released by, the State Department of Fire & Building Services, and must reflect what was approved by the Plan Commission, Board of Zoning Appeals, and/or Dept. of Community Services. At least one set should be on paper no larger than 11 inches by 17 inches. If this is not possible, you will need to submit three (3) full size sets, but then also email an electronic PDF copy to [nmishler@carmel.in.gov](mailto:nmishler@carmel.in.gov) , or provide a disc containing the PDF copies with your submittal.
4. Three (3) affidavit stickers, signed by an authorized person, to attach to each set of plans are required. These affidavits must be signed, and state that the plans being submitted are exact duplicates of those submitted to the State. (No stickers are required for projects which were not required to have State plan review.)
5. Copies of any other required or related approvals. (For Example: Letters of Grant or site approvals pertaining to access, drainage, landscape, etc...)

### **PERMIT REVIEW & ISSUANCE:**

When all documents have been received, our office will process the application and review the submittal. Copies will also be sent to the Carmel Fire Department (CFD) for their review and approval. We will notify you when the reviews are complete/approved, and the permit is ready for pick up. (Contact is usually made to the email address listed under the Builder of Record section of your application.)

## **IMPORTANT PERMIT INFORMATION:**

- Unless already designated by a plan approved by the City of Carmel Communications Department or the Address Committee of the City of Carmel, a suite number will be assigned to tenant spaces by the City of Carmel when the building permit is issued.
- Tenant finish permits for MULTIPLE TENANTS will require separate building permits for each individual tenant space, even if one State CDR was issued for the entire project. Only an interior remodel permit for the ENTIRE structure will allow the completion of multiple tenant finishes under one building permit.
- Until our office receives the final CDR from the State, approving all aspects of construction, your permit will be a conditional release ONLY, and work and inspections may only progress through the approved stages of release.
- If your construction plans or scope of work or release changes, you will need to file a Revision/Amendment Application with our office. Again, three (3) sets of the updated plans, an updated State CDR, and three (3) affidavit tags (if a CDR addendum was required) will need to be submitted with the revision application. The same plan requirements as an initial submittal apply.

A hold will be placed on all further inspections on your project, until the newly submitted plans can be reviewed and released. A plan amendment/revision fee may be assessed, as well as additional square footage and/or inspection fees, when applicable.

- NO FINAL INSPECTIONS MAY BE SCHEDULED UNTIL/UNLESS THE SHELL BUILDING PERMIT HAS RECEIVED A FULL CERTIFICATE OF OCCUPANCY OR SUBSTANTIAL COMPLETION.



### **DO NOT BEGIN CONSTRUCTION PRIOR TO THE RELEASE OF YOUR PERMIT.**

If you do so, a Late Fee penalty may be assessed to your permit cost, per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.07 "Late Fees for Permits".



### **REMINDER: THE CONSTRUCTION SHOULD NOT BE OCCUPIED PRIOR TO APPROVAL OF THE FINAL INSPECTION BY BOTH THE CARMEL FIRE DEPARTMENT AND THE OFFICE OF BUILDING & CODE ENFORCEMENT.**

PERSONAL PROPERTY AND/OR PRODUCT OF ANY TYPE/Form constitutes OCCUPIED. Assessment of a project as either Insulated/Covered and/or Occupied will result in a Late Fee penalty; per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.08 "Late Fees on Inspections".